

Application to Employ

STEP 1 Click the **Bankruptcy** hyperlink on the **ECF Main Menu** (See figure 1)



STEP 2 Choose **Motions/Applications** category.

STEP 3 Enter case number, click [NEXT]

STEP 4 Select **Employ** from drop down list, click [NEXT]

STEP 5 Joint Filing with Other Attorney(s), place a checkmark in the box for yes and click [NEXT], if no, just click [NEXT]

% ***Tip** - If the joint filer's name is not listed in the pick list, they will need to file a notice of appearance in the case and then their name will appear in the pick list.*

STEP 6 Select the party filing the application; click [NEXT]

% ***Tip** - For example, select the debtor as the "filer" if he or she is seeking to employ an appraiser.*

STEP 7 Click the box if you wish this association to occur. Otherwise click [NEXT].

STEP 8 The **PDF DOCUMENT SELECTION** screen displays **[Read reminders in RED]**

1. Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
2. To verify that this is the appropriate document, highlight the document name.
 - (1) Right Click with your mouse.
 - (2) Select **open** to view the imaged document.
 - (3) Click **X** in the upper-right corner to exit to image.
 - (4) If correct, double-click the PDF file to select it.
3. Click "Yes" for Attachment
4. Click **[Browse]**, then navigate to the directory where your affidavit of employment is located.

5. Under **Type** click on the arrow and pick what your attachment is. In this case, click on Affidavit.
6. Click on **Add to List**
7. Click [NEXT]

STEP 9 The **CERTIFICATE OF SERVICE** prompt appears.

Insert a “y” or “n” in the prompt as to whether certificate of service is attached.

% ***Tip** - Use lower case letters only to respond to certificate of service question. If certificate of service (cos) is not attached, filer will receive a 2 day deadline to file the cos. If not filed within 2 days, motion/application will be denied. The better practice is to always file the cos with the underlying document. Instructions for completing the certificate of service are available in this manual.*

STEP 10 Enter the name of the person or firm the applicant wishes to employ, eg. Smith

STEP 11 Enter the “type of position” the applicant wishes to employ, eg. Appraiser; click [NEXT] to accept all information on this screen.

STEP 12 Objection deadline will set automatically; click [NEXT]

STEP 13 Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

% ***Tip** - Text of docket entry cannot be modified from this screen; if modification is necessary, use [BACK] button on your browser.*

SAMPLE DOCKET TEXT

Application to Employ Smith Consultants as Appraiser, Filed by Debtor, Jane Doe. Objections to Motion Due: 9/2/2003. (Attachments: # (1) Affidavit) (Batty, Kristen)

STEP 14 Final docket text appears; click [NEXT] to submit.

% ***Tip** - This is the last opportunity to change information or abort transaction.*

STEP 15 **Notice of Electronic Filing** displays.